United Nations ST/SGB/2008/8

Secretariat

27 June 2008

Secretary-General's bulletin

Organization of the Office for Disarmament Affairs

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11, and for the purpose of establishing the Office for Disarmament Affairs,[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11.

Section 2
Functions and organization

2.1 The Office for Disarmament Affairs:

(a) Advises and assists the Secretary-General in the discharge of his or her responsibilities under the Charter of the United Nations and the mandates given by the General Assembly, the Security Council and other organs of the United Nations system, in the area of disarmament and related security matters, including through analytical briefs and assessments, and represents him or her as required;

(b) Advises and assists the Secretary-General in the discharge of the substantive responsibilities entrusted to him or her by multilateral disarmament agreements;

(c) Identifies emerging issues and challenges, analyses their implications for the role of the United Nations in the maintenance of international peace and security

[1] The Office for Disarmament Affairs was established pursuant to General Assembly resolution 61/257 of 15 March 2007. Prior to 1 April 2007 the Office was called "Department for Disarmament Affairs", which was established by the Secretary-General in accordance with his reform programme described in part two, section V, of document A/51/950, dated 14 July 1997.

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and makes recommendations to the Secretary-General on possible strategies and measures related to arms control and disarmament;

(d) Assists Member States in multilateral disarmament negotiation and deliberation activities aimed at the creation of disarmament norms and agreements, as well as in promoting, strengthening and consolidating such norms and agreements in all the fields of disarmament;

(e) Provides substantive organizational support to the First Committee, the Disarmament Commission and other subsidiary bodies of the General Assembly, the Conference on Disarmament and its subsidiary bodies, review conferences and other meetings of States parties to multilateral disarmament agreements, and expert groups mandated by the General Assembly, and relevant Security Council committees;

(f) Promotes and supports multilateral efforts on disarmament and the non-proliferation of weapons of mass destruction, in particular nuclear weapons, including global efforts against terrorism and, to that end, cooperates with relevant organizations and specialized agencies within the United Nations system, as well as with other intergovernmental organizations, including substantive support to other relevant United Nations bodies;

(g) Promotes and supports disarmament efforts in the field of conventional weapons, in particular with regard to curbing the illicit proliferation, the destabilizing and excessive accumulation, and the illicit trafficking and manufacture of small arms and light weapons, and provides substantive support and expertise for the establishment of regional moratoriums on the acquisition, production and transfer of small arms and other conventional weapons;

(h) Acts as the focal point of the coordinating action on small arms mechanism in the United Nations Secretariat, as well as for funds and programmes;

(i) Provides substantive expertise regarding disarmament and confidence-building measures in the conflict-prevention and post-conflict peacebuilding efforts of the United Nations system, including supporting the development and implementation of practical disarmament measures at the request of Member States;

(j) Promotes openness and transparency in military matters through verification and confidence-building measures;

(k) Promotes regional approaches to disarmament and security through, inter alia, the regional centres for peace and disarmament;

(l) Promotes the ideals and objectives of the United Nations in the field of disarmament through the formulation of communications strategies and the implementation of an information and education outreach programme, aimed at Member States, civil society, including non-governmental organizations and the general public, utilizing the Internet, print publications, conferences, symposiums and workshops, and other events and public speaking engagements;

(m) Interacts with permanent missions, non-governmental organizations, academic institutions and the general public, and cooperates with organizations and bodies of the United Nations system, including the United Nations Institute for Disarmament Research and other intergovernmental organizations and specialized agencies;

(n) Promotes greater expertise among Member States, particularly developing countries, in all areas of multilateral disarmament through the United Nations Disarmament Fellowship programme;

(o) Promotes the Office's gender-mainstreaming policies and implements its gender plan of action.

2.2 The Office is divided into organizational units, as described in the present bulletin.

2.3 The Office is headed by the High Representative for Disarmament Affairs. The High Representative and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5, as amended by ST/SGB/2002/11.

Section 3
High Representative for Disarmament Affairs
(Under-Secretary-General)

3.1 The High Representative for Disarmament Affairs is accountable to the Secretary-General.

3.2 The High Representative:

(a) Is responsible for all the activities of the Office for Disarmament Affairs as well as its administration;

(b) Provides the Secretary-General with advice and support on all arms control, disarmament, non-proliferation and related security matters and, in that respect, represents the Secretary-General, as required;

(c) Provides authoritative analysis and assessment of developments in these fields for policy guidance and decision-making purposes;

(d) Undertakes appropriate advocacy work to advance the disarmament agenda, in partnership with the relevant parts of the United Nations, other international organizations, as well as with civil society, the media, academia and foundations;

(e) Acts as the focal point on all arms control, disarmament, non-proliferation and related security matters between the Secretariat and Member States, and between the Secretariat and global and regional intergovernmental organizations; and

(f) Represents the Office in the meetings of the Senior Management Group, senior advisers' meetings, the Executive Committee on Peace and Security and the Policy Committee, as well as any other relevant senior level meetings.

Section 4
Director and Deputy to the High Representative for Disarmament Affairs

4.1 The High Representative for Disarmament Affairs, in the performance of his or her activities, is assisted by a Director who serves as Deputy to the High Representative and who is accountable to the High Representative.

4.2 The Director and Deputy is responsible for:

(a) Providing support to the High Representative on executive direction and management of the Office;

(b) Ensuring efficient coordination, synergy between the Branches and the delivery of the programmatic mandates of the Office;

(c) Advising the High Representative and making recommendations on all substantive, organizational, administrative, personnel and budgetary matters;

(d) Preparing the programme of work, monitoring programme implementation and coordinating programme evaluation; and

(e) Providing overall coordination in the preparation and revision of the Office's inputs to the strategic framework and the programme budget.

Section 5
Office of the High Representative

5.1 The Office of the High Representative for Disarmament Affairs comprises the immediate office of the High Representative, the Office of the Director and Deputy to the High Representative and the Executive Office.

5.2 The core functions of the Office of the High Representative are as follows:

(a) Monitoring the implementation of the workplan of the Office for Disarmament Affairs;

(b) Advising the High Representative on departmental policies and guidelines and dealing with specific policy and management issues and problems;

(c) Preparing reports and notes on political and managerial issues for consideration by the High Representative;

(d) Acting as the focal point for information on all aspects of the work of the Office for Disarmament Affairs;

(e) Coordinating the activities of the Branches and undertaking the necessary follow-up;

(f) Consulting, negotiating and coordinating with other departments, offices, funds and programmes on matters of mutual concern;

(g) Representing or arranging for representation of the Office for Disarmament Affairs at appropriate meetings;

(h) Advising the High Representative on all substantive, organizational, administrative, personnel and budgetary matters and assisting him or her in

promoting economy and efficiency in the work of the Office for Disarmament Affairs;

(i) Overseeing the activities of the Executive Office.

5.3 The Executive Office is headed by an Executive Officer who is accountable to the Director and Deputy to the High Representative.

5.4 The core functions of the Executive Office are set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5. In addition, the Executive Office administers the extrabudgetary trust funds of the Office for Disarmament Affairs.

Section 6
Branches

There are five branches of the Office for Disarmament Affairs:

(a) The Conference on Disarmament Secretariat and Conference Support Branch, located in Geneva;

(b) The Weapons of Mass Destruction Branch;

(c) The Conventional Arms (including Practical Disarmament Measures) Branch;

(d) The Information and Outreach Branch;

(e) The Regional Disarmament Branch, comprising:

(i) The Regional Activities Unit in New York;

(ii) The Regional Centre for Peace and Disarmament in Africa;

(iii) The Regional Centre for Peace and Disarmament in Asia and the Pacific;

(iv) The Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean.

Section 7
Conference on Disarmament Secretariat and Conference Support Branch

7.1 The Conference on Disarmament Secretariat and Conference Support Branch, located in Geneva, is headed by a Director who is accountable to the High Representative. The Director serves concurrently as the Deputy Secretary-General of the Conference on Disarmament.

7.2 The core functions of the Conference on Disarmament Secretariat and Conference Support Branch are as follows:

(a) Providing substantive, secretariat, organizational and administrative support to the Conference on Disarmament and its subsidiary bodies in accordance with the Conference's rules of procedures;

(b) Assisting the Secretary-General of the Conference on Disarmament[2] and the Personal Representative of the Secretary-General of the Conference on Disarmament in the performance of his/her functions;

(c) Preparing periodic political assessments for the Secretary-General of the United Nations on issues under negotiation, and other relevant developments, related to the Conference on Disarmament;

(d) Providing political assessments, as well as advice on the procedures and practices of the Conference on Disarmament to the successive presidents of the Conference on Disarmament and to the chairmen of its subsidiary bodies;

(e) Facilitating full implementation and universalization of multilateral arms control and disarmament agreements through receiving and compiling reports submitted pursuant to such agreements, overseeing and supporting the operations of the Biological Weapons Convention Implementation Support Unit housed in the Branch and organizing outreach activities;

(f) Monitoring and analysing current and future trends in the areas covered by the Branch, and maintaining web pages containing relevant information, with a view to providing Member States with timely and accurate information;

(g) Providing substantive, secretariat, organizational and administrative support to review conferences and other meetings of States parties to multilateral arms control, disarmament and non-proliferation agreements and to treaty-making conferences, expert groups and other disarmament meetings under the responsibility of the Branch;

(h) Following up the decisions of review conferences and other meetings of States parties to multilateral disarmament and arms control agreements, as well as of treaty-making conferences, expert groups and other disarmament meetings under the responsibility of the Branch;

(i) Managing and implementing the United Nations Disarmament Fellowship Programme;

(j) Maintaining a reference library of documentation relating to disarmament and international security as well as of specialized literature on armaments and disarmament for use by permanent missions, delegations to the Conference on Disarmament, academic institutions, non-governmental organizations and the public in general.

Section 8
Weapons of Mass Destruction Branch

8.1 The Weapons of Mass Destruction Branch is headed by a Chief who is accountable to the Director and Deputy to the High Representative.

8.2 The core functions of the Branch are as follows:

(a) Providing substantive support for the role of the United Nations in the area of weapons of mass destruction, in particular nuclear weapons, in accordance with the agreed priorities of Member States;

[2] See also ST/SGB/2000/4 on the Organization of United Nations Office at Geneva.

(b) Assisting and supporting Member States in their negotiations, deliberations and consensus-building in the area of weapons of mass destruction by providing substantive support to the subsidiary organs and working groups of the General Assembly;

(c) Assisting Member States, at their request, in their endeavours in the areas of disarmament and non-proliferation, including global efforts against terrorism;

(d) Providing substantive support and contribution to the implementation of the United Nations Global Counter-Terrorism Strategy;

(e) Providing substantive, secretariat, organizational and administrative support to review conferences, other meetings and expert groups relating to existing disarmament and non-proliferation treaties pertaining to weapons of mass destruction;

(f) Contributing to the strengthening and consolidation of existing treaties relating to weapons of mass destruction, in particular nuclear weapons, by assisting and supporting States parties to such treaties, as well as other interested States, at their request, in their efforts to achieve the full implementation and universalization of these treaties;

(g) Monitoring and analysing current and future trends in the area of weapons of mass destruction and their means of delivery, and maintaining a web page containing relevant information with a view to providing Member States with timely and accurate information;

(h) Carrying out the functions assigned to the Office through the Secretary-General's role, other than as depositary, under conventions and agreements on weapons of mass destruction, including the provision of support for fact-finding missions;

(i) Providing substantive, secretariat, organizational and administrative support to meetings of United Nations bodies dealing with issues related to weapons of mass destruction;

(j) Maintaining close cooperation with the International Atomic Energy Agency, the Organization for the Prohibition of Chemical Weapons and the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization, as well as with research and academic institutions and non-governmental organizations working in the area of weapons of mass destruction.

Section 9
Conventional Arms (including practical disarmament measures) Branch

9.1 The Conventional Arms (including practical disarmament measures) Branch is headed by a Chief who is accountable to the Director and Deputy to the High Representative.

9.2 The core functions of the Branch are as follows:

(a) Providing substantive support for the role of the United Nations in preventing the proliferation of conventional arms;

(b) Providing substantive, secretariat, organizational and administrative support to meetings of United Nations bodies and expert groups dealing with issues related to conventional arms;

(c) Facilitating the negotiation and adoption of international agreements in the field of conventional arms and promoting the efforts of Member States in implementing such agreements;

(d) Promoting and supporting the implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects, adopted by the United Nations Conference on the Illicit Trade in Small Arms and Light Weapons in All Its Aspects;

(e) Promoting, operating and maintaining the United Nations Register of Conventional Arms and the standardized instrument for reporting military expenditures;

(f) Coordinating United Nations action on small arms and light weapons with a view to ensuring a comprehensive, coordinated and coherent United Nations system approach to the subject matter;

(g) Monitoring and analysing current and future trends in the area of conventional arms;

(h) Developing and maintaining relevant databases on the various aspects of conventional arms control and practical disarmament;

(i) Providing assistance and substantive support to Member States at their request;

(j) Cooperating, as requested, with the Department of Peacekeeping Operations and other relevant United Nations offices in the implementation of mandates pertaining to the disarmament, demobilization and reintegration components of United Nations peacekeeping operations.

Section 10
Information and Outreach Branch

10.1 The Information and Outreach Branch is headed by a Chief who is accountable to the Director and Deputy to the High Representative.

10.2 The core functions of the Branch are as follows:

(a) Promoting, in coordination with other branches of the Office for Disarmament Affairs, public understanding, awareness and support of United Nations efforts in disarmament and non-proliferation by implementing a multifaceted information, education and outreach programme;

(b) Formulating, coordinating and implementing communications strategies, as needed, depending on international developments, as well as for specific events

and conferences, in cooperation with the Department of Public Information, as appropriate;

(c) Producing and disseminating publications in print and electronic format, especially the *United Nations Disarmament Yearbook*;

(d) Providing substantive, secretariat, organizational and administrative support to the Secretary-General's Advisory Board on Disarmament Matters;

(e) Coordinating with the United Nations Institute for Disarmament Research;

(f) Organizing exhibits and updating the disarmament section of the guided tour exhibit;

(g) In coordination with other branches of the Office for Disarmament Affairs, organizing lectures, panel discussions and meetings for the benefit of all constituencies and undertaking public speaking engagements in cooperation with the Department of Public Information, academic institutions and non-governmental organizations and other civil society organizations;

(h) Designing and regularly updating substantively and technically the comprehensive website of the Office for Disarmament Affairs, as well as various databases of the Office;

(i) Organizing, in cooperation with the Department of Public Information, activities of the Secretary-General's Messengers of Peace related to disarmament;

(j) Developing and implementing disarmament and non-proliferation education activities in follow-up to the recommendations of the United Nations study on disarmament and non-proliferation education, including the inter-agency task force on disarmament and non-proliferation education;

(k) Providing electronic library services, available on the website of the Office for Disarmament Affairs.

Section 11
Regional Disarmament Branch

11.1 The Regional Disarmament Branch is headed by a Chief who is accountable to the Director and Deputy to the High Representative. The Branch comprises:

(a) The Regional Activities Unit in New York;

(b) The Regional Centre for Peace and Disarmament in Africa;

(c) The Regional Centre for Peace and Disarmament in Asia and the Pacific;

(d) The Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean.

11.2 Each Centre is headed by a Director who is accountable to the Chief of the Branch.

11.3 The core functions of the Branch are as follows:

(a) Promoting, facilitating and strengthening regional cooperation among States and regional and subregional organizations and arrangements, and facilitating

the coordination of efforts in matters related to confidence-building measures, disarmament, peace and security;

(b) Providing substantive and other support, as appropriate, including advisory services, to regional initiatives by Member States and to regional and subregional organizations and other arrangements in order to promote and implement disarmament measures;

(c) Enhancing the capacity and expertise of Member States, as well as regional organizations and other arrangements in the field of disarmament and international security in the regional context;

(d) Monitoring and analysing current and future trends in the areas of arms control, disarmament and non-proliferation at the regional level;

(e) Disseminating relevant information and documentation in the field of disarmament, peace and security, including through databases and websites, to regional and subregional organizations and other arrangements, as appropriate;

(f) Overseeing and coordinating the activities and operations of the United Nations regional centres for peace and disarmament;

(g) Providing substantive, secretariat, organizational and administrative support to the United Nations Standing Advisory Committee on Security Questions in Central Africa;

(h) Cooperating closely with relevant departments or offices and United Nations agencies, funds and programmes as well as relevant regional intergovernmental organizations in the areas of arms control, disarmament and non-proliferation at the regional level.

Section 12
Final provision

12.1 The present bulletin shall enter into force on 1 July 2008.

12.2 The Secretary-General's bulletin ST/SGB/2004/12 of 11 August 2004, entitled "Organization of the Department for Disarmament Affairs", is hereby abolished.

(*Signed*) **Ban** Ki-moon
Secretary-General